



Green Energy Fund ARRA Relief Program Checklist

Delaware Energy Office – 1203 College Park Drive, Suite 101- Dover, Delaware 19904
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Getting Started:

1. **Review program requirements.** Regulations and recent modifications can be found at:
<http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/GreenEnergyProgramRelief.aspx>
2. **If you have any questions, please email the program manager at DNREC.GreenEnergyProgram@state.de.us**
3. **Complete an energy audit prior to requesting a Green Energy Program grant. Grant applications submitted without an energy audit or energy rater design analysis will be rejected.**
 - a. **Audit Procedure:**
 - i. **Residential:** Review the Energize Delaware Home Performance with Energy Star (HPwES) website
<http://www.energizedelaware.org/hp> . Contact an approved Energize Delaware HPwES contractor to schedule an audit.
 - ii. **Commercial:** Review the Energize Delaware Efficiency Plus Business Program website
<http://www.energizedelaware.org/business>. Contact an approved Energize Delaware commercial contractor to schedule an audit to identify needed energy efficiency improvements.
4. **Select an approved renewable energy contractor.** The Delaware Energy Office maintains a list of participating contractors <http://www.dnrec.delaware.gov/energy/services/Pages/GreenEnergyProgram.aspx>
5. **Submit Initial documentation to the Delaware Energy Office (must be submitted by November 1, 2011):**
 - ☐ Completed Green Energy Fund ARRA Relief Program Grant Application
 - ☐ Copy of a Project Estimate, Purchase Order, or Letter of Intent
 - ☐ Copy of recent electric bill for the installation address
 - ☐ Site Specific Schematic (**Wiring Diagram for PV & Wind or Plumbing Diagram for Solar Water Heating**)
 - ☐ Manual J calculation or equivalent - (**Geothermal Applicants Only**)
 - ☐ Plot Diagram
 - ☐ Copy of Approved Building Permit (**if permit is required by municipality or county for project**)
 - ☐ Approved Interconnection Agreement - (**PV and Wind Applicants Only**)
 - ☐ Copy of HPwES Program audit (Residential) or Commercial facility Energy Audit (Non-Residential)
 - ☐ State Substitute W-9 form required for all applicants
 - ☐ Weekly Certified Payrolls (**Non-Residential Projects only, must be submitted weekly when work begins**)
6. **Submitted materials will be reviewed by the Delaware Energy Office. Approved projects will receive a Grant Confirmation and Claim Form. Insufficient documentation will result in a grant denial letter.**

COMPLETION INSTRUCTIONS:

1. **Upon receipt of your Grant Confirmation and Claim Form, install your renewable energy system.** Please notify the Energy Office in writing immediately if changes to the approved system are necessary, failure to do so may cause a delay in processing or a forfeiture of your grant.
2. **Submit Final Documentation to the Delaware Energy Office. Your project must be complete and final application materials must be submitted to the Delaware Energy Office by March 1, 2012 (extension cannot be granted).**
Required final documentation is listed below:
 - ☐ Signed Grant Confirmation and Claim Form
 - ☐ Completed and signed Job Hours Reporting Worksheet
 - ☐ Copy of Final Building Inspection Approval Documents
 - ☐ Copy of Final Interconnection Approval (**PV and Wind Applicants Only**)
 - ☐ Copy of Geothermal Well Permit(s) - (**Geothermal Applicants with Well Installations only**)
 - ☐ Copy of Final Sales Invoice(s) – (**Warranty must be on the final invoice**)
 - ☐ Copy of Warranty Agreement (**5 year minimum, parts and labor clearly stated on final invoice**)
 - ☐ Copy of Front Cover of Owner's Manual
3. **Submitted materials will be reviewed by the Delaware Energy Office for final grant approval.**
4. Energize Delaware will send notification of applicant's approval in the Home Performance with Energy Star (residential applicants) or Efficiency Plus Business Program (Non-Residential) directly to the Delaware Energy Office. Upon this approval, complete grant applications will be eligible for payment through the ARRA Relief Program.

Green Energy Fund ARRA Relief Program Document Requirements

Initial Grant Documentation (required prior to receiving grant approval)

IMPORTANT: The documents listed on this page must be submitted to the Delaware Energy Office by November 1, 2011 for a project to be considered for funding through the Green Energy Fund ARRA Relief Program.

- ☐ **Completed Green Energy Fund ARRA Relief Program Grant Application**
 - Every line on the application must be complete and legible.
 - Each technology has its own application. Please make sure to select the proper application.
 - Both contractor and applicant must sign the form
- ☐ **Project Estimate: - The Project Estimate must be legible and show the following:**
 - Estimate total cost,
 - Itemized list of major system components and costs,
 - Labor, permits, and fees costs,
 - System size (*kW for PV and Wind, square-feet and gallons Solar Water Heating, tons for Geothermal*)
- ☐ **Recent Electric Utility Bill**
 - The electric bill must be from within the last three months at the installation address in Delaware.
 - New construction must show documentation from the utility company that the installation location will be part of their service territory.
- ☐ **System Schematic (PV, Wind, and SWH installations only)**
 - Photovoltaic (PV) and wind turbine applications require wiring diagrams and Solar Water Heating (SWH) System applications require plumbing diagrams.
 - System schematic must be site specific.
- ☐ **Manual J Calculation (Geothermal Installations Only)**
 - A Manual J Calculation is required to establish that the geothermal system is sized correctly for the structure.
 - Manual J Calculations are required for all installations including replacements.
- ☐ **Plot Diagram**
 - PV, SWH and Wind diagrams must show how the equipment will appear onsite in relation to other structures.
 - PV and SWH diagrams must show orientation, slope, and the location of any possible shade structures.
 - Geothermal plot diagrams must show the location of the following: major structures on property, geothermal unit, geothermal wells, and loop locations/lines going in the structure.
- ☐ **Building Permit**
 - If an approved building permit is required from the county or the municipality, then it is required by Delaware Energy Office.
- ☐ **Interconnection Agreement Page 1 (For PV and Wind Systems Only)**
 - Utility must review and return an approved Page 1 Interconnection Agreement to applicant.
 - Delmarva Power approves interconnections by email. Delaware Cooperative and Municipal Interconnection Page 1 applications must be provided with the utility's preliminary approving signature.
- ☐ **Home or Commercial facility Energy Audit**
 - Residential: must submit copy of the 4 page Energize Delaware Home Performance with Energy Star audit report
 - Non-Residential: Please call Mike Kearns at (302) 504-3078 to schedule the energy efficiency evaluation of your building.
- ☐ **State Substitute W – 9 Form**
 - Paper version of the form is required. A copy of this form is available on the ARRA Relief Program website.
 - **ALL** applicants (residential **and** non-residential) should select “new vendor” and “not subject to 1099 Reporting because...” on the form.
 - **Important: please use the address where you would like your payment mailed on this form**
- ☐ **Weekly Certified Payrolls (Non-Residential Projects Only)**
 - Non-Residential Projects must meet federal Davis-Bacon Act prevailing wage requirements
 - Original certified payrolls must be submitted weekly to the Delaware Energy Office
 - Please see prevailing wage requirement guidelines here:
<http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/ARRA-Compliance-Information.aspx>

Final Grant Completion Requirements

IMPORTANT: These documents must be submitted to the Delaware Energy Office **by March 1, 2012** to be eligible for ARRA Relief Program Funding

- ☐ **Grant Confirmation and Claim Form**
 - Both the system owner and the installing contractor must sign the Grant Confirmation and Claim Form.
- ☐ **Job Hours Reporting Worksheet**
 - Renewable energy system contractor should complete form by describing system installed, listing total hours worked during each stage of installation, and the dates of the installation. Required for all projects.
 - Both applicant and contractor must sign form
 - Copies of this form can be found on the ARRA Relief Program webpage
- ☐ **Final Building Inspection**
 - If a final building inspection is required from the county or the municipality, then provide this documentation to the Delaware Energy Office.
- ☐ **Interconnection Agreement Page 2 (For PV and Wind Systems Only)**
 - All utilities provide Interconnection Page 2 with final utility company approval signature. Provide a copy of this page.
- ☐ **Geothermal Well Permits (For Geothermal Systems Only)**
 - All applications must supply well permits including applicants installing replacement systems.
 - All domestic wells converted for geothermal use must be reclassified by DNREC. Please provide the reclassification permit with your grant documents.
 - For a copy of well permits, please call DNREC Wells Dept. at (302) 739-9944.
- ☐ **Final Sales Invoice for Renewable Energy System - the final sales invoice must be legible and show the following:**
 - Actual price paid,
 - Itemized list of major system components and costs,
 - Labor Cost,
 - Permits and Fees Cost,
 - System Size (*KW for PV and Wind, Square-feet and Gallons Solar Water Heating, Tons for Geothermal*)
 - Method of Payment,
 - Show system is "Paid in Full",
 - **5 Year Parts and Labor Warranty.**
- ☐ **Final Sales Invoice(s) for Energy Efficiency Improvements**
 - Must show price paid and must be marked "paid in full" or show zero balance
- ☐ **Warranty Agreement**
 - A legible 5 Year Parts and Labor Warranty must be provided.
 - Please provide this clearly on the final sales invoice
- ☐ **Owner's Manual**
 - A legible front cover copy of the system owner's manual must be provided.
 - Owner's manuals must include the following: name and address of the seller, system model name or number, identification and explanation of system components, description of system operation, description of system maintenance, description of emergency procedures, vacation procedures, and system warranty information.

Important Reminders:

All projects must be complete and final application materials must be submitted to the Delaware Energy Office by March 1, 2012. Extensions cannot be given beyond this deadline.

If an applicant does not complete the ARRA Relief Program application requirements, an application for traditional Green Energy Program grant funding will have to be submitted. Approval in the ARRA Relief Program does not constitute approval for electric utility company Green Energy Program funds.